



# STATE OF WISCONSIN

## DEPARTMENT OF MILITARY AFFAIRS

### DIVISION OF EMERGENCY MANAGEMENT



#### ReadyWisconsin AmeriCorps Disaster Preparedness Project

##### WEM Central Office Disaster Preparedness Coordinator

<b>Counties:</b>	Dane
<b>Type of Service:</b>	Part-time (900 hours/term, average 24 hours/week)
<b>Benefits:</b>	Living stipend of \$4950 Education award of \$2775 upon successful completion of the 900-hour commitment Training Opportunity to renew service term for a maximum total of four consecutive terms (contingent on grant continuation funding)
<b>Term of Service:</b>	December 9, 2013 to August 29, 2014
<b>Special Qualifications:</b>	21 years of age or older High school diploma or G.E.D. required Two years technical school or college or work equivalent preferred Must successfully complete law enforcement background check Must possess a valid Wisconsin driver's license, good driving record, and car insurance Must be available for a flexible schedule, with some evenings, weekends, and reimbursable overnight travel, sometimes with little notice
<b>Contact:</b>	Susan Burleigh, Planner/Voluntary Agency Liaison, 608-242-3246, <a href="mailto:susan.burleigh@wisconsin.gov">susan.burleigh@wisconsin.gov</a>
<b>Deadline to Apply:</b>	4:00 p.m., November 15, 2013

The ReadyWisconsin AmeriCorps Disaster Preparedness Project will be a 12-member part-time (900 hours annually) service program dedicated to conducting emergency management capacity building and disaster services in the communities they serve. Ten AmeriCorps members will work in Wisconsin city/counties and two will work in the Wisconsin Emergency Management (WEM) central office in Madison. The AmeriCorps members will be instrumental in developing programs to better prepare their own and neighboring communities to respond to disasters.

#### **Job Duties:**

##### **A. Disaster Services**

1. Design, write, and produce standardized project outreach and promotional materials, and customize them for project sites as necessary.
2. Work with the WEM preparedness coordinator, public information officers, and planner/voluntary agency liaison to leverage project assets to expand the reach of those WEM central office programs to the host communities.

3. Identify, catalog, and contact prospect statewide civic, senior, community-based, and faith-based organizations, businesses, and youth groups in Wisconsin.
4. Arrange/deliver presentations using the 4-point Ready model to those organizations, providing clear and manageable strategies to members about how to respond and prepare for emergencies.
5. Reach out to advocacy groups for the widest possible variety of demographics of people with access and functional needs and directly support them in delivering preparedness information to their clientele.
6. Promote and support emergency planning and preparedness in residential facilities and businesses.
7. Deliver ReadyWisconsin information and presentations to individuals and groups.
8. Promote ReadyWisconsin, <http://ready.wi.gov/> as a useful resource and informative tool to find emergency related updates and tips/best practices for preparedness.
9. Use social media to promote emergency preparedness and volunteerism.

#### B. Capacity Building

1. Design, write, and produce standardized emergency volunteer management training materials, and customize them for project sites as necessary.
2. Design, write, and produce standardized forms and supporting resources to support emergency volunteer management planning and operations.
3. Provide advocacy to statewide voluntary and professional organizations in supporting emergency volunteer management planning and operations.
4. Participate in WEM planning, training, exercise, and response events.
5. Assist the WEM voluntary agency liaison in maintaining and updating the Wisconsin emergency volunteer management plan.
6. Assist the WEM preparedness coordinator in developing and sustaining public/private partnerships.
7. Provide statewide training and support to disaster administrators for the Volunteer Connection registry.

#### C. General

1. Provide program coordination and support to the 18 field members, including processing travel vouchers, processing weekly reports, maintaining statistics, etc.
2. Systematically share best practices as they emerge from either the 18 host communities or other sources discovered during central office research.
3. Record and distribute minutes of all team conference calls and meetings.
4. Keep a comprehensive journal of activities.
5. Attend meetings and training events.
6. Conduct other activities as directed by the project directors and/or site supervisors.

#### **Conditions of Membership:**

Members must follow all program guidelines and operating procedures, and fulfill/demonstrate the service, community strengthening, and residential standards outlined in the AmeriCorps Member Handbook and Contract.

#### **Experience/Qualifications:**

1. United States citizen, national, or legal permanent resident
2. Committed to the concept of national service and to making a difference in the community

3. Strong written and verbal communication skills
4. Skilled with Microsoft Word, PowerPoint, Excel, and Outlook
5. Skilled in Internet research and social media; website editing ability, a plus
6. Skilled at taking initiative, problem-solving, and working independently
7. Dependable, enthusiastic, flexible, and punctual
8. Capable of working well in a team setting